POSITION AVAILABLE

BI-LINGUAL FAIR HOUSING SPECIALIST

The Fair Housing Center of Southwest Michigan seeks a bi-lingua (Spanish/English) Fair Housing Specialist to provide fair housing services throughout Southwest Michigan. The work will include 1.) a variety of outreach activities to ensure all residents of the area are aware of the Center and its services, 2.) providing educational workshops to ensure housing providers and housing seekers are aware of their rights and responsibilities under federal, state and local laws, regulations and ordinances and 3.) investigating allegations of housing discrimination. Bachelor's degree required. Must be bi-lingual (Spanish/English). Some evening and weekend work will be required.

For each position, the **ideal** candidate will be an individual who:

Is knowledgeable of communities in the geographic area of responsibility and their cultures

Has demonstrated a commitment to ensuring civil rights for all

Has at least 3 years of work experience in a nonprofit, community-based agency; preferably for a housing services agency

Has a Bachelor's degree in a human service field

Has experience working with diverse community groups

Has demonstrated an ability to work collaboratively with others in a challenging environment

Is a highly motivated self-starter

Has the demonstrated ability to work independently

Is committed to high quality work and products

Has the demonstrated ability to achieve results while efficiently managing multiple projects

Has demonstrated excellent verbal and written communication skills

Has the demonstrated public speaking and writing abilities to convey information accurately and effectively

Has knowledge of computer hardware and software, including Microsoft Office applications

Please send a resume with a cover letter stating salary requirements to Fair Housing Center of SW Michigan, 410 E. Michigan, Kalamazoo, MI 49007.

Electronically submitted applications will not be accepted. No phone calls, please.

Deadline: Friday, September 30, 2011